

☐ Declined to verify, replaced with new app (5%)

Verification Tracking Form

Attach to **each** application selected for verification with a copy of all correspondence from the household regarding verification and a copy of documents received from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorically Eligible (*SNAP/TANF/FDPIR Case # or Foster or Homeless /Migrant/ Runaway)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ **Confirming official must sign and date household application and must not be the same as the Determining official (second line on household application)**

☐ **Conduct Mandatory Confirmation of Application:**

☐ **Confirmed Original Determination, no change in benefits**

Continue to Step 2.

☐ **Changed from Reduced to Free**

Notify household, change benefits within 3 days, continue to Step 2.

Date eligibility status updated on BID: _____ (within 3 operating days of date letter sent)

☐ **Changed from Free to Reduced**

Do not change benefits; continue to Step 2.

☐ **Changed to PAID**

Notify household, change benefits after 10 calendar days of date letter sent and remove this application from verification sample. **Select new application for verification.**

(Start again with Step 1 with **new** application and **new** tracking form.)

Date eligibility status updated on BID: _____ (after 10 calendar days of date letter sent)

Step 2 ☐ **Conduct Direct Verification, Results (Select ONE):**

☐ Match - Print off report results and attach to this tracking form and application. No change in benefits Verification is completed. **STOP.**

☐ No Match - Print off report results, attach to tracking form and application. Continue with Step 3.

Step 3 ☐ **Send First Verification Notice:**

Date verification notice was sent: _____

Date response due from household: _____

****If no response by household by given due date, must follow up with household***

☐ **Send Second Verification Notice**

Date second notice was sent/called/emailed: _____

☐ **Follow-up official must sign and date third line on the household application**

Step 4 ☐ **Results of Verification (Select ONE):**

☐ **Responded, no change in benefits**

Send Letter of Verification Results (confirming no change) and attach to this tracking form.

Date letter sent: _____

☐ **Responded, original determination changed to Free**

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (within 3 operating days of date letter sent)

☐ **Responded, original determination changed to Reduced**

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (after 10 calendar days of date letter sent)

☐ **Responded, original determination changed to Paid**

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (after 10 calendar days of date letter sent)

☐ **No response, original determination changed to Paid**

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (after 10 calendar days of date letter sent)